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ANNUAL REPORT

for the fiscal year
ending March 31, 1990

Department of Industry, Trade and Technology

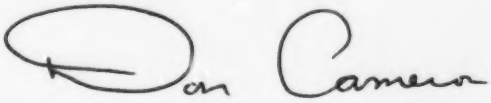
His Honour The Honourable Lloyd R. Crouse, P.C.
Lieutenant-Governor
Province of Nova Scotia

May it please your Honour:

It is my privilege to submit the report of the Department of Industry, Trade and Technology for the Province of Nova Scotia for the fiscal year ending March 31, 1990.

I have the honour to be, Sir,

Your obedient servant



Donald W. Cameron
Department of Industry, Trade and Technology

Honourable Donald W. Cameron
Minister of Industry, Trade and Technology
Halifax, Nova Scotia

Sir:

I take pleasure in submitting the Annual Report of the Department of Industry, Trade and Technology for the fiscal period ending March 1, 1990.

Respectfully submitted,

Thomas G. Merriam
Deputy Minister

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LEGISLATIVE MANDATE

The Department of Industry, Trade and Technology is the provincial ministry responsible for fostering the economic development of Nova Scotia.

The department's mission has been broadly defined by the government as follows: To maximize the benefits, in terms of job creation, income, and quality of life, flowing to the people of Nova Scotia through the creation of a climate that fosters economic growth and development in the province.

The objectives are (1) to create net growth in the Nova Scotia economy through the expansion of existing enterprises and the establishment of new ones; (2) to improve the competitiveness of Nova Scotia enterprises so as to increase their volume of trade, particularly exports; (3) to foster a positive image of Nova Scotia as a place to invest, work, and live; (4) to increase the emphasis on technology as the basis for future development; and (5) to secure maximum overall benefit from federal-provincial economic development initiatives; and (6) to provide for the administration and development of co-operatives in the province.

SUMMARY REVIEW

ECONOMIC PERFORMANCE

Nova Scotia's gross domestic product at factor cost increased by 7.5 per cent for the calendar year 1989, to a level of $14.2 billion. Canada's gross domestic product increased by 6.9 per cent in 1989. Nova Scotia's population was estimated to have increased 0.7 per cent, the labour force increased 1.5 per cent and the number employed increased 1.9 per cent while the number unemployed decreased 2.4 per cent. As a result, the unemployment rate fell to an annual average rate of 9.9 per cent. This was the first year since 1980 where the unemployment rate averaged under 10 per cent for an entire year. The national unemployment rate averaged 7.5 per cent while the Atlantic Provinces averaged 12.4 per cent for the year.

Total personal income increased by 7.2 per cent, while per capita income rose 6.4 per cent. The Halifax Consumer Price Index climbed 4.7 per cent, allowing a 1.7 per cent rise in inflation-adjusted income for Nova Scotians.

Housing starts fell 2.2 per cent. However, the value of residential construction rose 9.7 per cent. Non-residential construction increased 11.5 per cent while expenditure on machinery and equipment also jumped 17.3 per cent over the previous year.

Agriculture saw farm cash receipts rise only slightly above 1988 levels, while farm expenses rose 5.3 percent. The fishing sector real domestic product fell 2.3 percent in 1989. The value of fish landings increased 0.2 per cent despite quota cuts. Mining's contribution to real domestic product declined 20.1 per cent in 1989, which was caused primarily by a 26.4 per cent drop in saleable coal production.

The value of Nova Scotia's exports declined by 2.4 per cent while the value of manufacturing shipments increased by 5.4 per cent.

NOVA SCOTIA ECONOMY

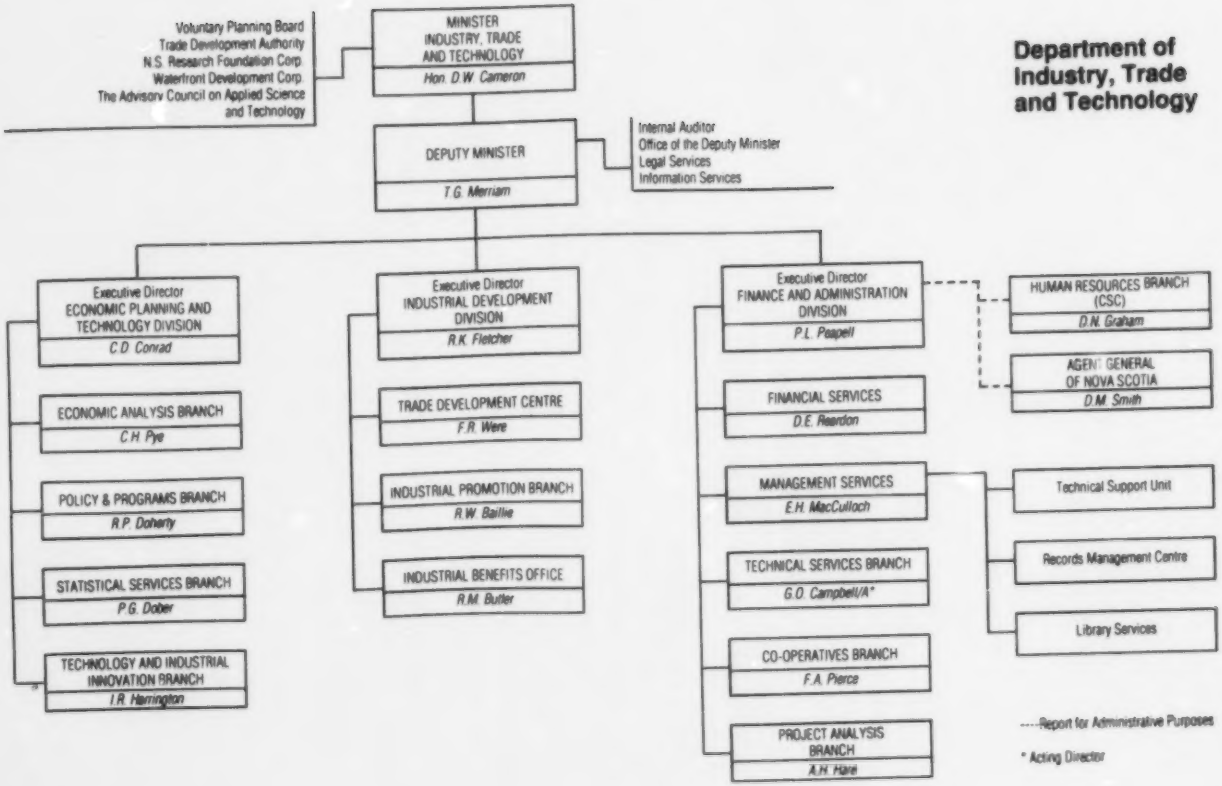
	1989	% Change 1988-89
Gross Domestic Product ($ million) (at Factor Cost)		
Nova Scotia	14,177	7.5
Canada	574,613	6.9
Population and Labour Force ('000)		
Population	888	0.7
Labour Force	414	1.5
Employment	373	1.9
Unemployment	41	-2.4
Unemployment rate (per cent)	9.9	-2.9
Consumer Price Index (1986 = 100)		
Halifax	112.5	3.7
Canada	114.0	5.0
Income and Wages		
Personal income, total ($ million)	15,109	7.2
Personal income per capita ($)	17,009	6.4
Nova Scotia income per capita as a percentage of Canadian income per capita	81.3	-0.5
Average weekly wage ($)	433	3.6
Nova Scotia average weekly wage as a percentage of Canadian average weekly wage	88.9	-1.3
Retail Sales ($ million)		
Nova Scotia	6,020	N/A
Canada	188,160	N/A
Investment and Housing		
Capital investment ($ million)		
Nova Scotia	3,473	11.0
Canada	188,160	10.7
Housing starts (units)		
Nova Scotia	5,359	-2.2
Canada	136,060	-3.2

N/A – comparable data not available for 1988

Output		
Fish landings ($'000)	437,900	0.2
Farm cash receipts ($'000)	313,200	0.4
Pulpwood production ('000m^3)	3,905	-9.6
Lumber production (m.fbm)	224,528	3.9
Coal production ('000 tonnes)	3,512	-0.9
Manufacturing shipments ($ million)		
Nova Scotia	5,759	5.4
Canada	307,106	3.0
Trade		
Value of exports to foreign countries ($ million)		
Nova Scotia	2,046	-2.4
Canada	134,843	0.7

SOURCE: Statistics Canada, Conference Board of Canada, Fisheries and Oceans, Canada and Nova Scotia Forest Production Survey

Department of Industry, Trade and Technology



OFFICE OF THE MINISTER

The Minister of Industry, Trade and Technology is Cabinet spokesman on matters of economic development policies and sits on a number of Cabinet and House committees.

The Minister is responsible to Cabinet for the activities of the Department of Industry, Trade and Technology and for:

- Sydney Steel Corporation
- Council on Applied Science and Technology
- Trade Development Authority
- Nova Scotia Research Foundation Corporation
- World Trade and Convention Centre
- Co-operatives Administration
- Waterfront Development Corporation
- Business Capital Corporation
- Voluntary Planning Board of Nova Scotia

OFFICE OF THE DEPUTY MINISTER

The Deputy Minister is responsible for the day-to-day operations of the Department of Industry, Trade and Technology. The Deputy Minister is responsible to the Minister for the proper interpretation and effective implementation of government policies and programs relating to economic development in the province and is also responsible for the formulation of policy options, for the conduct of negotiations under the Economic and Regional Development Agreement (ERDA) between Canada and Nova Scotia, and for major development initiatives.

Reporting directly to the Deputy Minister are the following three offices.

Legal Services

The Legal Services Office provides comprehensive legal services to the Department of Industry, Trade and Technology. The Solicitor gives day-to-day problem-solving assistance, services all requests for Cabinet authorization, sets security requirements for all loans and drafts, and negotiates all agreements in support of loans between the departments and third parties.

Information Services

The Information Office coordinates media relations and publicity requirements for the Department of Industry, Trade and Technology. The office is responsible for:

- the production and editing of departmental publications;
- liaison with federal, provincial, and municipal departments on joint information projects;
- supervision of departmental advertising.

Internal Auditor

The Internal Auditor is accountable for providing the Deputy Minister and senior management with an ongoing appraisal of the financial activities and the verification that all aspects of the department are being performed as stipulated in its policies and procedures.

ECONOMIC PLANNING AND TECHNOLOGY DIVISION

The Economic Planning and Technology Division negotiates development agreements with the federal government, develops the province's positions and policies on major economic issues, assesses Nova Scotia's development activity and economic performance, and acts as a focal point for provincial statistics. The division comprises the following four branches: Policy and Programs, Economic Analysis, Statistical Services, and Technology and Industrial Innovation.

POLICY AND PROGRAMS BRANCH

The Policy and Programs Branch negotiates development agreements with the federal government. The branch also assesses both federal and other provincial government activities for potential relevance to the needs of Nova Scotia. Policy and Programs designs new, and evaluates existing policy and programs. It also provides advisory, analytical, and research support for the province related to technology, economic development, and major international trade negotiations.

Federal/Provincial Cooperation Agreements

The Province has 12 existing federal-provincial agreements covering a wide range of topics. Two of these were signed under the General Development Agreement. The remaining were signed under the Canada/Nova Scotia Economic and Regional Development Agreement (ERDA) of 1984.

Included in the above are two new agreements implemented in the past fiscal year:

- The Canada/Nova Scotia Cooperation Agreement for Forestry Development,
- The Canada/Nova Scotia Cooperation Agreement for Mineral Development.

The Cooperation Agreement for Forestry Development, signed in December 1989 for $45 million, is cost-shared 55 per cent federally and 45 per cent provincially. The purpose of the agreement is to enhance the prospects for a competitive and economically viable forest industry through improved utilization, research, forest management, and support for the sustainable development of the forest resources.

The Cooperation Agreement for Mineral Development, effective as of April 1, 1989, totals $45 million, cost-shared 55 per cent federally and 45 per cent provincially. The purpose of the agreement is to enable Canada and the Province to carry out specific initiatives aimed at enhancing the mineral sector contribution to the Nova Scotia economy, including: improving the geoscience database; support for research and development to increase productivity and efficiency of mining and minerals processing, and to address environmental concerns of the industry; identifying, documenting, and promoting opportunities for mineral development; and encouraging private sector investment in the development of mineral resources.

Six agreements expired on March 31, 1989: Forest Resource Development; Canso II; Mineral Development; Fisheries; Forest Renewal; and Tourism II. These are now in their clean-up year of operations.

Department staff continue to administer and coordinate other ongoing agreements. Those being implemented directly by the department include: Economic Development Planning; Technology Transfer; Michelin; Sysco Stage II; and Metropolitan Area Development.

The Economic Development Planning Subsidiary Agreement provides funding for research and analysis related to economic development. Studies completed with the support of the agreement in this fiscal year include: Updating the Provincial Input-Output Tables; Implications of Changes in Rail Service on Development in Nova Scotia; Population and Household Projections; Corporate Land Information Systems; Southend Halifax Waterfront Land Development Study, and the Nova Scotia Ferry/Cruise Ship Viability Study.

NOTE: Information regarding the various agreements previously negotiated by the department that are being implemented by other departments may be obtained from those departments.

CANADA/NOVA SCOTIA SUBSIDIARY AGREEMENTS

Current Susidiary Agreement	Expiry Date	Fed./Prov. Cost-Sharing Ratio	Total Funding ($ Million)	Actual Expenditures to March 31/89 ($)	Actual Expenditures Year Ended March 31/90	Funds Recovered to March 31/90 ($)
Forest Resource Development	March 31/89	53:47	91.4	12,658,131	3,903,932	4,080
Economic Planning	March 31/91	50:50	4.0	666,308	664,384	334,365
Canso II	March 31/89	70:30	28.0	1,751,077	5,870,463	4,105,796
Mineral Development	March 31/89	60:40	26.9	3,756,782	233,228	42,081
Fisheries	March 31/89	70:30	28.5	2,379,520	1,553,835	(43,710)
Tourism II	March 31/89	70:30	28.0	4,855,759	3,619,867	2,247,979
Technology Transfer	March 31/92	70:30	34.0	2,942,523	4,676,180	3,224,172
Michelin	Dec. 31/91	75:25	56.0	–	1,400,000	–
Sydney Steel Corp. Stage II	March 31/92	70:30	157.1	91,171,062	40,217,781	26,318,828
Sydney Tar Ponds	Nov. 30/91	70:30	34.2	2,878,286	7,901,567	5,531,097
Agri-Food II	June 30/93	50:50	60.0	4,994,460	7,002,714	1,144,762
Advance Manufacturing Support	March 31/88	70:30	31.1	538,784	–	(21,875)
Ocean Industry	July 25/88	60:40	35.0	329,580	209,765	–
Metropolitan Area Development	March 31/95	38:62	209.2	4,121,572	1,610,509	782,472
Forest Renewal	March 31/89	69:31	25.5	121,196	–	–
Forestry Development	March 31/91	55:45	45.0	–	14,824,819	7,369,259
Mineral Develop. III	March 31/92	55:45	9.0	–	1,341,086	–

ECONOMIC ANALYSIS BRANCH

The Economic Analysis Branch assesses the economic performance and outlook of the province and provides effective analysis of industrial and economic opportunities and developments affecting the provincial economy.

Economic impact assessment and net benefits analysis of various development projects and policy options are produced primarily at the request of other branches of the Department of Industry, Trade and Technology. This service is also provided to other offices, agencies, and departments of the provincial government, and in some cases to private industry. This analytical service is supported by the computerized Nova Scotia Input-Output System which the Economic Analysis Branch maintains.

Economic Analysis Branch staff participate in the implementation of Canada/Nova Scotia subsidiary agreements by representing the department on the project management of various agreement-funded consulting economic studies and of subsidiary agreement evaluations.

Staff are also responsible for preparation of an assessment of the compatibility of referred reviewable Investment Canada transactions in relation to the province's economic objectives and industrial policies, together with a recommended response from the province.

STATISTICAL SERVICES BRANCH

The Statistical Services Branch is designated under the Nova Scotia Statistics Act as the focal point for statistical services in the province and maintains or has access to numerous databases.

Statistical inquiries came from business, government, and the general public, and responses were provided from a complete historical database of all Statistics Canada publications (in hard copy or on microfiche). A series of census materials providing access to unpublished data was maintained, and terminal access to CANSIM, Statistics Canada's computerized database, was also available.

Other publications produced by the branch include the *Nova Scotia Statistical Review* (annual); *Nova Scotia Construction Activity Report* (three per year); *Export Quarterly* (four per year and annual); Nova Scotia, Halifax Metro, and Industrial Cape Breton fact books; *Manufacturers' Directory*; statistical profiles of Nova Scotia's five regions; *Survey and Inventory of Commercial Space in the Halifax Metro Area* (annual); and *Nova Scotia and Canada Indicators* (monthly).

TECHNOLOGY AND INDUSTRIAL INNOVATION BRANCH

The branch is primarily responsible for the management of the federal/provincial Technology Transfer and Industrial Innovation Cooperation Agreement and the delivery and administration of the various programs included in that agreement, in particular the Technology Advancement Program, the Technology Collaboration Program, and the Planning, Opportunities Research and Promotion Component. This branch also administers the Small Business Technology Centre.

Technology Advancement Program

Under the Canada/Nova Scotia Technology Transfer and Industrial Innovation Agreement, the Technology Advancement Program (TAP) provides funding to assist Nova Scotia business to acquire more advanced equipment or services that will improve their efficiency and competitiveness and provide greater opportunity to develop and produce high technology goods and services.

Technology Collaboration Program

Under the Canada/Nova Scotia Technology Transfer and Industrial Innovation Agreement, the Technology Collaboration Program provides assistance for projects that promote a flow of technology between the province's research institutions and local business. The program aids in transferring scientific and engineering expertise to the private sector by supporting joint projects, student and graduate hiring, and infrastructure to promote technology transfer opportunities.

Planning, Opportunities Research and Promotion Component

The agreement's Planning, Opportunities Research and Promotion Component is intended to promote technological development in the province by: (a) funding studies and other related development opportunities that are supportive of the industrial and commercial development activities necessary to increase technological capabilities found within the province and (b) providing contributions for a variety of measures to promote awareness, by the public at large and by business owners in particular, of the importance of advanced technologies and their impact on productivity improvement.

Small Business Technology Centre

The Small Business Technology Centre (SBTC), Nova Scotia's only full service incubator facility for small technology-related businesses, was officially opened in 1987. The centre was built with funds provided by the federal and provincial governments, under the Ocean Industry Development Subsidiary Agreement.

As a major component in the plan to foster innovation and high technology in Nova Scotia, the SBTC is, as of March 1990, home to 21 technology-related companies. These companies are involved in activities as diverse as the design, development, and manufacturing of helicopter simulators and thermal-instrumented mannequins, and a test laboratory that evaluates the various components of crude oil.

INDUSTRIAL DEVELOPMENT DIVISION

The Industrial Development Division of the Department of Industry, Trade and Technology promotes industrial growth by seeking out appropriate industries to locate in the province, by encouraging the competiveness and capabilities of Nova Scotia firms, and by helping Nova Scotia companies develop new products and establish new markets. The division comprises three branches: Industrial Promotion, Industrial Benefits, and the Trade Development Centre.

INDUSTRIAL PROMOTION BRANCH

The Industrial Promotion Branch actively promotes Nova Scotia as a location for new business development. The branch focuses on those manufacturing and service industries outside the province that will complement existing industrial activity.

Through sophisticated computerized research and analysis, over 400 companies were selected for contact in 1989-90. Detailed investigations resulted in approximately 90 companies visiting Nova Scotia for serious discussions. Following further site evaluation, 10 companies submitted business proposals with a total capital investment of $210,185,000 and the prospect of creating over 500 jobs. As well, two existing Nova Scotia companies undertook expansions with an anticipated capital investment of $55,500,000 and the potential to create an additional 275 jobs.

Entrepreneur Immigration Program

The federal government's Entrepreneur Immigration Program provides the impetus to encourage foreign entrepreneurs and investors to seek Canadian landed immigrant status for the purpose of establishing, purchasing, or investing in a Canadian business venture. In this fiscal year, 224 potential entrepreneur immigrants were interviewed by the branch. Activity in the program has doubled since last year and it is anticipated that this program will continue to grow during the next few years.

Trade Shows and Missions

Staff attended numerous trade shows to complement promotional strategies. Events such as ARMX, AFCEA, Globe '90, Defence Industries, Canadian Shipbuilding, Canadian Defence Conference, and DelTech Electronic Show offered the opportunity to promote Nova Scotia to several hundred key people involved in investment decisions. During the year, the branch sponsored investment briefing sessions with investment counsellors stationed in Canada's foreign offices abroad, as well as with delegations from Japan and France.

INDUSTRIAL BENEFITS OFFICE

The Industrial Benefits Office (IBO) monitors domestic and foreign plans for major capital expenditures in Nova Scotia to identify significant business opportunities for Nova Scotia companies, and to increase marketing and investment opportunities resulting from major public and private sector capital projects, programs, and procurement activity.

The IBO maintains regular contact with a variety of Nova Scotia firms and organizations to provide information on supplier opportunities resulting from public sector purchasing, private investment, and major crown projects. In 1989, activities included identifying and monitoring benefits related to the Northumberland Strait Fixed Crossing Project, the Pratt and Whitney manufacturing plant investment, the Nova Scotia Power Corporation's Trenton No. 6 and Point Aconi generating stations, the Sysco modernization, the Heavy Water Plant demolition, the Louisiana Pacific Board Plant, the STEAR and Canadian Space Programs, the TCCCS Program, the Halifax Harbour and the Sydney Tar Ponds Clean-ups, and the Hibernia and LASMO offshore developments.

Offset purchase agreements were negotiated and/or monitored under the Nova Scotia Government Purchasing Policy with Marubeni Canada, Philips Medical Systems, Data General Corporation, and AMSCO.

IBO assisted in and/or sponsored information seminars for Nova Scotia businesses on opportunities in Geomatics, the Atlantic Centre for Remote Sensing of the Oceans, the Light Armoured Vehicles Program, the Nova Scotia Technology Network, the Mine Countermeasures Patrol Vessels Program, science and technology, the STEAR and Canadian Space Programs, the New Shipborne Aircraft Project, African government procurement, Bedford Institute of Oceanography procurement, and the Halifax Harbour Clean-up.

Industrial Benefits Office officials were actively involved in national and regional meetings to reduce interprovincial trade barriers, to increase regional access to federal procurement, to develop a Canadian medical device sector with high value added to develop a national procurement database, and to enhance Nova Scotia's access to CIDA procurement. IBO has participated in the development of the Geomatics Association of Nova Scotia, the Nova Scotia Chapter of the American Society of Quality Control, the Inland Waters, Coastal and Ocean Information Network, the Supplier Development Services, and the Maritime Procurement Agreement.

The Industrial Benefits Office has ongoing efforts to develop sectors such as environmental industries, medical devices, and health industries.

TRADE DEVELOPMENT CENTRE

The Trade Development Centre assists Nova Scotia companies to increase exports of products and services by providing trade counselling, trade information and statistics, and financial assistance through the Business Futures Program.

Trade Development Centre projects in 1989 included: the implementation of a trade information system; participation in Oceanology International '90, Brighton; the Canadian Food and Beverage Show, Toronto; FOOD EX'90, Tokyo; and Globe'90, Vancouver. The centre also held a series of free trade workshops in various areas of the province.

Business Futures Program

The Business Futures Program offers grants to assist Nova Scotia companies to:

- develop marketing plans or purchase market information (trade planning)
- participate in government initiated trade events (trade promotion)
- conduct market investigations, participate in trade shows, attend marketing seminars, and host incoming buyers (trade expansion)
- establish and maintain a new market outside the Maritimes (trade opportunity)
- develop new and innovative products, packaging, and marketing

literature for export markets (product development)

- develop projects where enhanced export business or marketing will result (industrial adjustment)

In the 1989-90 fiscal year, the Business Futures Program assisted a total of 329 companies with 222 projects as follows:

Trade Planning	market planning (2 projects);
	market info (1 project);
Trade Promotion	shows/missions (26 events);
	special projects (14 involving 206 companies);
Trade Expansion	market identification (41); trade shows (92);
	incoming buyers (3); marketing seminars (1);
Trade Opportunity	new markets established (6);
Product Development	new product (1);
	new marketing literature (35);
Industrial Adjustment	nil

Trade Development Authority

The Trade Development Centre is responsible for the coordination of the activities of The Trade Development Authority (TDA) and the implementation of provincial trade initiatives.

The TDA, which is chaired by the Minister, is authorized through legislation to coordinate, monitor, and integrate Nova Scotia's initiatives and responses to matters relating to trade. Ten ministers responsible for trade-related departments and agencies constitute the TDA. The Trade Strategy, incorporated as a component of the Economic Strategy, sets forth the province's commitment and the framework for a coordinated approach to trade.

By regular consultation with the private sector through the 32-member Trade Council, the TDA receives policy advice and assistance in monitoring implementation of the Trade Strategy's initiatives. The Council membership is drawn on a revolving basis from a cross-section of business and industry. Through its subcommittee reports, including the December 1989 brief "Issues/Concerns/Opportunities," the council has played a vital role in the adoption of recommendations such as USSR/East Bloc trade opportunities and the Trade Centre's "WIN" computerized export information system.

The TDA's Officials Committee works to implement the export development, infrastructure, importing, and trade education initiatives developed annually by the TDA and its council.

FINANCE AND ADMINISTRATION DIVISION

The Finance and Administration Division is responsible for the management and control of fiscal resources and the maintenance of effective utilization of personnel for the Department of Industry, Trade and Technology and its agencies. Much of the activity of the division is taken up with routine administration such as preparation of budgets, year-end accounts, processing and payment of invoices, expense reports, and initiating reimbursement claims to the Government of Canada for expenses incurred under federal/provincial agreements.

The Executive Director represents the province as Co-Chairman of the Sydney Steel Modernization and Strait of Canso Subsidiary Agreements and acts as Controller of the Waterfront Development Corporation.

The division comprises the following branches: Co-operatives, Financial Services, Management Services, Project Analysis, Technical Services, and Human Resources.

CO-OPERATIVES BRANCH

The Co-operatives Branch provides incorporation, registration, advisory services, examinations, development resources, and coordinating services to this sector.

More than 200,000 Nova Scotians are members of one or more of the province's 385 co-operatives. With total economic activity of about $1.8 billion annually, total assets of over $1 billion, and approximately 10,000 employees, this sector is a significant economic force in the province.

Twenty-one co-operatives were incorporated in 1989-90 and all co-operatives experienced a net increase of over $5 million.

There are over 106 housing co-operatives, 48 retail stores, 55 worker (employee-owned) co-operatives, 36 agricultural co-operatives, 10 fish marketing co-operatives, 10 forestry related co-operatives, and over 95 credit unions operating in the province. Many of these provide critical goods and services to over 70 rural communities.

FINANCIAL SERVICES

Financial Services controls program and project expenditures. This branch also administers the Machinery and Equipment Tax Rebate Program for the Department of Industry, Trade and Technology.

The computerized financial system continued to be upgraded, enabling this branch to produce internal reports as well as those received from the Department of Finance.

During the past fiscal year, this branch processed 3,915 vouchers in payment of general operations totalling $6,949,000; program costs totalling $24,048,000; and federal/provincial projects totalling $95,010,000. Five hundred claims to the federal government were processed totalling $51,039,300 for their share of project costs.

MANAGEMENT SERVICES

Management Services is responsible for identifying, recommending, coordinating, and implementing management information and related systems within the department to increase the accessibility and flow of information at all levels.

Additionally, it is responsible for providing a full range of administrative support services to all divisions of the department through the Technical Support Unit, Library, Central Registry, and through the Information Processing Technician and MIS Coordinator (computerization).

Technical Support Unit

The Technical Support Unit supplies the department with various technical services in the areas of conceptual and engineering drawings, planning concepts and construction design, internal and external signs, requisitions, department publications, advertisements, displays, and related design work.

Library

The department's special library provides information to members of the department, members of government in general, and the public. It maintains a collection of approximately 10,000 books and reports, 200 periodical titles, and 2,000 annual reports. The library is staffed by two

professional librarians and, in addition to its own collections, draws on the resources of other area libraries and has access to a number of external computer databases. An automated catalog has been developed and all materials cataloged since 1988 are listed in the database.

Records Management Program

During the fiscal year 1989-90 the central registry became well established. Two casual staff members were added and much progress was made. More than 4,000 files were opened and indexed and approximately 140 boxes of old files were moved to the Records Centre and the Public Archives, or were destroyed.

PROJECT ANALYSIS BRANCH

The Project Analysis Branch is accountable for sound consulting services and expert advice in the key functional areas of finance, general management, and marketing to government and to industry with the purpose being to maintain and stimulate economic development in Nova Scotia.

TECHNICAL SERVICES BRANCH

The Technical Services Branch provides project management and technical input for a wide range of initiatives.

Technical Services implements several of the federal/provincial cost-shared agreements such as the Halifax-Dartmouth Metropolitan Area Development Agreement, as well as the Canada/Nova Scotia Development Fund. The branch provides engineering, planning, and liaison services to projects including waterfront developments, marine facilities, industrial infrastructure, environmental clean-ups, shipbuilding/repair facilities, and land administration.

Some of the varied programs and projects handled during the past fiscal year were as follows:

- administration of the $200 million Canada/Nova Scotia Offshore Development Fund;
- administration of the Halifax-Dartmouth Metropolitan Area Development Agreement including the $196 million Halifax Harbour Clean-up;

- planning and implementation of various recreational/tourism facilities such as the Shubenacadie Canal;
- administration of land assemblies at Port Hawkesbury, Melford, and the Ceres Container Pier;
- construction and maintenance of numerous marine haul-out facilities for the inshore fishery and recreation use;
- technical and planning assistance to the Waterfront Corporations; and
- technical input into environmental reviews.

HUMAN RESOURCES

The Human Resources Branch develops and applies personnel policies and procedures. The branch is responsible for staffing, administration of the collective agreements, human resource training and development, and labour relations.

AGENCIES

On December 7, 1989, Management Board approved the reorganization of functions that relate to the operation of the Department of Industry, Trade and Technology.

VOLUNTARY PLANNING

On January 1, 1990, Voluntary Planning commenced reporting to the Department of Industry, Trade and Technology for administrative purposes.

Voluntary Planning provides a vehicle through which the private sector can voluntarily become involved in development and economic planning and make direct representation to all levels of government.

Through a structure of standing committees representing sectors of the economy, Voluntary Planning advises government on the issues of the day and promotes sound planning for sustainable development.

Voluntary Planning produces its own Annual Report.